

## Lloydminster Roman Catholic Separate School Division No.89



### Board of Education Meeting Agenda

7:00 p.m. November 23, 2016

Prayer: Mrs. Erin MacDuff

*Lloydminster Catholic School Division will nurture the spiritual, intellectual, social, and physical development of each student in a faith-centered community.*

#### **Declaration of Office**

- 1) Call to Order
  - 2) Organizational Meeting
    - a) Nomination of Chairperson
    - b) Nomination of Vice – Chairperson
- \*\* Review of Board Meeting Norms**
- 3) Adoption of Agenda
  - 4) Adoption of Minutes
    - a) October 26, 2016 Board Meeting Minutes

#### ***Board Discussion / Directions:***

- 5) Organizational Meeting  
(Reference: November 25, 2015 Minutes)
  - a) Appointment of Attendance Counselor
  - b) Appointments / Representative
    - i) Archdiocese Representative
    - ii) OH&S Representative
    - iii) Promotions Representative
    - iv) SCSBA Board of Directors'
    - v) School Community Council
  - c) Signing Authority
  - d) Appointment of Auditor
  - e) Board Meetings: Dates and Times
  - f) Board of Education Indemnity and Expense Rates:
    - Chairperson Honorarium
    - Vice-Chairperson Honorarium
    - Indemnity Rates
    - Special Meeting Rates
    - Hotels
    - Non-Hotel Stay

Meals  
Mileage  
Technology Allowance (Recommendation \$500/year)  
Administration Rates

- 6) Fiscal Accountability
  - a) Draft August 31, 2016 Financial Statements
    - i) Management Letter
    - ii) Audit Findings Letter
    - iii) Summary of Misstatements
  - b) Year End Reserve Allocations
    - i) Administrative Building Reserve
    - ii) Other Vehicle Reserve
    - iii) School Generated Funds
    - iv) School Community Council
  - c) LCSD Technology Refresh RFP 2016
- 7) Policy
  - a) Board Policy: Revisions
- 8) Accountability to Community
  - a) School Community Council
- 9) Accountability to Provincial Government
  - a) 2015-2016 Annual Report
  - b) Portable: Application Approval

***Administrative Items:***

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- 10) Personnel Management
    - a) Personnel Report
  - 11) Information Items
  - 12) Correspondence
  - 13) Identification of Emergent Items:
  - 14) Closing Prayer
  - 15) Adjournment

**December Grace:** Mrs. Michelle Rusteika

**LLOYDMINSTER R.C.S.S.D. #89  
BOARD OF EDUCATION MINUTES**

**To**

**November 23, 2016**

**TIME AND PLACE:** The meeting commenced at 7:34 p.m. in the Board Room.

**ATTENDANCE:** Mrs. Paula Scott (Conference call at 7:35 pm)  
Mrs. Michelle Rusteika (Took over as Chair at 7:45 pm)  
Mrs. Laurie Makichuk  
Mr. Chris Carnell  
Mrs. Jill Wytrykusz  
Mrs. Erin MacDuff

Mr. Aubrey Patterson, Director of Education  
Mrs. Melanie Stelmaschuk, Chief Financial Officer  
Mr. Kevin Kusch, Deputy Director of Learning

**ABSENT:** Mr. Calvin Fendelet

Declaration of Office forms signed at 7:27 pm

Prayer led by Mrs. Laurie Makichuk.

**ORGANIZATION MEETING:**

Mr. Aubrey Patterson called the Organization Board Meeting to order.

Mr. Aubrey Patterson called for nominations for Chairperson of the Board.

Mrs. Michelle Rusteika nominated Mrs. Paula Scott.

Mr. Aubrey Patterson called for nominations three times and called for nominations to be closed.

16/11/23-01 Mr. Chris Carnell moved that nominations close.  
Close Nominations

**CARRIED**

Mrs. Paula Scott was declared Chairperson and took over as Chair of the meeting.

Mrs. Paula Scott called for nominations for Vice-Chairperson of the Board.

Mrs. Erin MacDuff nominated Mrs. Michelle Rusteika.

Mrs. Paula Scott called for nominations three times and called for nominations closed.

**16/11/23-02**  
**Close Nominations**

Mrs. Laurie Makichuk moved that nominations close.

**CARRIED**

Mrs. Michelle Rusteika was declared Vice-Chairperson.

Mrs. Michelle Rusteika took over as Chair of the meeting.

**ADDITIONS:**

No additions

**16/11/23-03**  
**Agenda**

Mrs. Jill Wytrykusz moved that the Board of Education adopt the agenda, as presented.

**CARRIED**

**16/11/23-04**  
**October 26, 2016**  
**Minutes**

Mrs. Laurie Makichuk moved that the Board of Education approve October 26, 2016 Board Meeting minutes, as presented.

**CARRIED**

**16/11/23-05**  
**Attendance**  
**Counselor**

Mrs. Jill Wytrykusz moved that Mr. Kevin Kusch, Deputy Director of Learning, be appointed Attendance Counselor.

**CARRIED**

**16/11/23-06**  
**Archdiocese**  
**Representative**

Mr. Chris Carnell moved that Mrs. Michelle Rusteika be appointed as the Archdiocese Representative.

**CARRIED**

**16/11/23-07**  
**OH & S**  
**Representative**

Mrs. Erin MacDuff moved that Mrs. Paula Scott and Mrs. Michelle Rusteika be appointed as the Occupational Health and Safety Representatives.

**CARRIED**

**16/11/23-08  
Promotions  
Representative**

Mrs. Laurie Makichuk moved that Mrs. Jill Wytrykusz be appointed as the Promotions Representative.

**CARRIED**

**16/11/23-09  
SCSBA  
Board of Directors  
Representative**

Mrs. Erin MacDuff moved that the Chairperson be appointed as the representative for the SCSBA Board of Directors

**CARRIED**

**16/11/23-10  
SSBA  
Representative**

Mrs. Jill Wytrykusz moved that the Chair and Vice-Chairperson be appointed as the representatives for the SSBA Members' Council.

**CARRIED**

**16/11/23-11  
SCC  
Representatives**

Mr. Chris Carnell moved that Mrs. Jill Wytrykusz and Mrs. Erin MacDuff be appointed as School Community Council's Representatives.

**CARRIED**

**16/11/23-12  
Signing Authority**

Mrs. Jill Wytrykusz moved that the signing authorities for the Board of Education be any of the following: Chairperson; Vice-Chairperson; Chief Financial Officer; Director of Education.

**CARRIED**

**16/11/23-13  
Auditors**

Mr. Chris Carnell moved that the Board of Education appoint the firm of MNP as auditors for the 2017-2018 fiscal year.

**CARRIED**

**16/11/23-14  
Meeting Dates  
2016-2017**

Mrs. Erin MacDuff moved that Committee of the Whole and Board of Education meeting schedule for 2016-2017 be accepted, as presented.

**CARRIED**

**16/11/23-15  
Indemnity and  
Expense Rates**

Mrs. Jill Wytrykusz moved that the Board of Education approve the Indemnity and Expense rates as follows:

Chairperson Honorarium	100%
(based on highest Vice Principal allowance)	
Vice-Chairperson Honorarium	75%
(based on highest Vice Principal allowance)	
Regular	50%
(based on highest Vice Principal allowance)	



Special Meeting \$200.00  
 Hotel At Cost  
 Non-Hotel Stay per night \$25.00  
 Meals  
     Breakfast \$15.00 + GST  
     Dinner \$15.00 + GST  
     Supper \$30.00 + GST

**Mileage**

The mileage per diem is a sliding scale based on the local retail price per litre of gas on the first day of the month. The mileage per diem would remain in place for the month. The rates would be as follows:

<u>Price/Litre</u>	<u>Rate/Km</u>
\$1.10 or less	\$.47
\$1.15	\$.48
\$1.20	\$.49
\$1.25	\$.50
\$1.30	\$.51
\$1.35	\$.52
\$1.40	\$.53
\$1.45	\$.54
\$1.50	\$.55

Technology Allowance rate of \$500/year.

Administration will be paid at the same rate for hotels, meals and mileage.

**CARRIED**

**16/11/23-16  
 August 31, 2016  
 Financial  
 Statements**

Mrs. Laurie Makichuk moved that the Board of Education approve the Audited Financial Statements, Management Letter and Board Audit Findings Letters, as presented.

**CARRIED**

**16/11/23-17  
 Administrative  
 Building Reserve**

Mr. Chris Carnell moved that the Board of Education allocate \$81,000 to the Administrative Building reserve.

**CARRIED**

**16/11/23-18  
 Other Vehicle  
 Reserve**

Mrs. Jill Wytrykusz moved that the Board of Education allocate \$7,900 to the Other Vehicle reserve.

**CARRIED**

**16/11/23-19** Mrs. Erin MacDuff moved that the Board of Education allocate  
**School Generated** \$2,659 to School Generated Funds  
**Funds**

**CARRIED**

**16/11/23-20** Mrs. Laurie Makichuk moved that the Board of Education reduce  
**School Community** the School Community Council reserve by \$44,878.  
**Council**

**CARRIED**

**16/11/23-21** Mr. Chris Carnell moved that the Board of Education  
**LCSD Technology** authorizes senior management to enter into contracts up to  
**Refresh RFP 2016** \$175,000 for the attached RFP for the purchase of goods and  
Services to support the revitalization of our technology  
infrastructure.

**CARRIED**

**16/11/23-22** Mrs. Jill Wytrykusz moved that the Board of Education approve  
**Board Policy** the Policy revisions, as presented.  
**Revisions**

**CARRIED**

**16/11/23-23** Mrs. Jill Wytrykusz moved that the Board of Education approve  
**SCC Election** the 2016-2017 SCC Executive, as presented.

**CARRIED**

**16/11/23-24** Mrs. Jill Wytrykusz moved the Board of Education approve the  
**SCC Action** 2016-2017 School Community Council Action Plan and  
**Plan** supporting Budgets, as presented.

**CARRIED**

**16/11/23-25** Mrs. Jill Wytrykusz moved that the Board of Education  
**2015-2016 Annual** approve the 2015-2016 Annual Report, pending minor  
**Report** changes made after Ministry of Education and Finance  
Format review and approval, as presented.

**CARRIED**

**16/11/23-26** Mrs. Laurie Makichuk moved that the Board of Education  
**Portable: Application** approves the 2017-18 Relocatable Classroom Program  
**Approval** Application, as amended.

**CARRIED**



**16/11/23-27**  
**Closed Session**

Mrs. Laurie Makichuk moved that the Board meeting move to a closed session.

**CARRIED**

There was a 51 minute recess.

**16/11/23-28**  
**Reconvene**

Mrs. Jill Wytrykusz moved that the regular meeting reconvene.

**CARRIED**

Mrs. Laurie Makichuk led the closing prayer.

**16/11/23-29**  
**Adjournment**

Mr. Chris Carnell moved that the Board meeting adjourn at 9:29 p.m.

**CARRIED**



Paula Scott  
Chairperson of the Board



Melanie Stelmaschuk  
Chief Financial Officer

January 25, 2017  
Date